

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

CD10-OWI-002
REVISION C
EFFECTIVE DATE: July 12, 2000

ORGANIZATIONAL WORK INSTRUCTION (OWI) CD10

MSFC ORGANIZATION MANUAL

<u>APPROVING AUTHORITY</u>	<u>NAME</u>	<u>TITLE</u>	<u>ORG</u>	<u>DATE</u>
<u>Danny R. Hightower</u>		<u>Manager</u>	<u>CD10</u>	<u>07/12/00</u>

CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	11/21/97	MSFC ORGANIZATION MANUAL
Revision	A	6/30/99	Revised to update organization names and mail codes
Revision	B	11/12/99	Issuance number changed from CD10-002 to CD10-OWI-002 in order to conform to CD01-OWI-001 Document Control
Revision	C	7/12/00	Revised format to conform to MSFC Organizational Issuance Template. Additional information re: records

The MSFC ORGANIZATION MANUAL

1. Purpose: This document covers instructions and procedures to be used within the Marshall Center for processing MSFC organizational changes. This Organizational Work Instruction (OWI) also sets forth the policy and requirements for establishing, modifying, and documenting the MSFC organizational structure, the organizational change process, and the organizational titling guidelines.

2. APPLICABILITY: This document is applicable to all personnel working with the organizational change process.

3. Applicable Documents:

NPG 1000.3 - The NASA Organization With Changes 1-11
(01/30/02)

4. DEFINITIONS:

BASIC ORGANIZATION: The basic MSFC organization is comprised of elements which are headed by officials reporting directly to the Center Director, as appearing on the organization chart approved by the Associate Administrator, Office of Space Flight, listed in the NASA Organization Handbook, Chapter 5. Mission Statements and Organizational charts for Centers, Section 507 Marshall Space Flight Center (MSFC).

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ORGANIZATIONAL CHARTERS: The formally approved documents that establish or modify MSFC organizations, including mission statements and enumerated responsibilities.

ORGANIZATIONAL CHARTS: The formally approved charts that establish or modify organizations as appropriate.

5. INSTRUCTIONS:

The guidelines established in the referenced "Applicable Documents" (above) will be adhered to in all matters related to organizational changes. The Human Resources Department is responsible for managing the formal MSFC organization charters system to ensure that these proposals are in accordance with civil service and NASA personnel policies and regulations, advising Center Director on merits of proposals, coordinating with NASA Headquarters on changes requiring headquarters' approval, and sending the chart/charter to the owner of the electronic manual for distribution.

Supervisors of Center organizational elements are responsible for developing proposals to establish or modify their organizations or to assign functional responsibility; submitting proposals through supervisory channels to CD10/Human Resources Department.

The proposals must include present and proposed organization charts; revised charters, present and proposed staffing plans, and necessary background material to include the rationale for the action, supervisory/employee ratio, facility, and fiscal requirements and implementing changes after the proposal is approved.

Detailed steps for processing the changes are defined in the attached instructions.

6. NOTES:

None

7. SAFETY PRECAUTIONS AND WARNING NOTES:

None

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8. APPENDICES, DATA, REPORTS, AND FORMS:

None

9. RECORDS:

Record Type: Original signed, (paper) copies of organizational charts and charters.

Responsible Party: Records custodian

Location: Human Resources Department, Building 4200, Room 312C

Retention Schedule: Until revised or superseded.

Record Type: Organizational charts and charters (electronic)

Responsible Party: Chief, Plans and Systems Analysis Office

Location: CaER Web site

Retention Schedule: Until revised or superseded

10. TOOLS, EQUIPMENT AND MATERIALS:

None

11. PERSONNEL TRAINING AND CERTIFICATION:

None

11. FLOW DIAGRAM:

None

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MSFC ORGANIZATIONAL CHART/CHARTER



DISTRIBUTION TRACKING LOG

NAME OF ORGANIZATION:

Date:

Checklist for actions to be taken after the Center Director signs chart/charter:

1. _____ Notify Graphics (4-0471) to affix the Center Director's signature on electronic copy of chart. Check to see that dates are actually on orig chart/charter. Have Graphics send electronic copy of chart to CD40/Susan Eason.
2. _____ (a) Make copies of chart/charter for organization's PMS;
_____ (b) For Admin Officer of organization that requested the changes;
_____ (c) For Labor Relations Officer's briefing of unions; (2 copies)
(AFGE/MESA)
_____ (d) For CD10 files. (1 copy in binder)
3. _____ *Originating org* provides an electronic version of charter to CD10.
4. _____ File charter in H Drive under Org mail code (i.e., TD01).
5. _____ Add date and "signed by Center Director" to the charter on H Drive.
6. _____ Labor Relations must be briefed. When complete, Labor Relations Officer signs and dates the concurrence sheet. (*Give LRO the entire pkg. He signs concurrence sheet in Remarks section.*)
7. _____ Make a copy of the chart/s and send to CD02 for updating the NASA Personnel and Payroll Systems (NPPS).
8. _____ Prepare Issuance Transmittal Sheet (MSFC Form 1376) to distribute hard copies of revised charter and/or charter as follows: SDL-1; AD33/25 copies; CD40/2 copies. (Trans Sheet can be found at Charters/Issuance/#TBD.) Send to Repro for distribution.

Date actions completed: _____

CD10 6/9/99

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ORGANIZATION CHANGES



CHECKLIST FOR CD10 INCOMING ACTIONS

NAME:

DATE:

Check List for action to take when chart/charter is received from the organization requesting change.

1. Review for accuracy/completeness to chart/charter/staffing plan.
2. To coordinator for review. (CD10)
3. Staffing plan to appropriate Personnel Mgmt. Specialist. (CD10)
4. Take chart to Graphics to prepare original. (CD10)
5. Original chart received from Graphics. (CD10)
7. Return to CD10 for review/concurrence.
8. Package to CD10/Personnnel Mgmt. Div. for review.
9. Package returned from CD10/Personnel Mgmt. Div.
10. Package to CD10/Director for concurrence.
11. Package to CD01/Director for concurrence.
12. Package to DA01 for signature/approval.
13. Package returned to CD10/for implementation.